




Department of Energy
Washington, D. C. 20585

March 3, 2005

MEMORANDUM FOR: Program Office Resource Managers

FROM:

Howard G. Borgstrom 
Working Capital Fund Manager

SUBJECT:

February Working Capital Fund Billing

This memorandum transmits the February 2005 charges to your program for the Working Capital Fund. This bill is being forwarded to Chief Financial Officer for entering into DISCAS and MARS in time to be recorded for the February, 2005 fiscal accounting month.

At the March 1 WCF Board Meeting the Fund Manager asked the Board Members and by extension, all customers, to finance their annual contributions to the Fund during March. Currently, the Fund has collected \$20.8 million less than expected for the year. As a result of STARS implementation, we expect that the next opportunity for adding advances to the Fund will be May. Adding funding is critical to organizations for which costs will exceed obligations before May. Table IV has been added to this month's bill to highlight current annual estimates and the current level of advance funding by organization. Also enclosed is a copy of the funding memo for your use. We appreciate your consideration of this matter.

We have been experiencing difficulties getting copies of the funding memos to the proper persons in ME-14, the Energy Finance and Accounting Service. This is causing delays in processing funding and duplicate work by this office and accounting. Please ensure that all funding memos are also distributed to ME-14 when they are forwarded to this office.

FY 2005/ 2006 Budget Guidance

By memo dated December 17, 2005 the Fund Manager revised guideline estimates for the FY 2006 Congressional Budget Request. These estimates are based on current Board pricing policies and on developments since our May, 2005 estimates for the Corporate Review. The estimates provided are intended only as guidance. Since other factors may affect your consumption of WCF goods and services, you may wish to adjust our estimates as necessary to account for planned changes in staffing, anticipated changes in usage, potential organizational realignments, and other factors.

In the FY 2006 estimates, actual FY 2004 charges were used as the basis for FY 2005 and FY 2006 in addition to changes in the counts of telephone and LAN lines and other consumption specific factors.

The FY 2006 Congressional Budget Request guidance can be found on our Web page at <http://www.wcf.doe.gov/>.

Cost and Payment Analysis

The following tables are attached to assist you with your analysis of actual monthly WCF expenditures:

| | |
|------------------|--|
| Table I | Summarizes costs for the current billing cycle only and provides separate columns for some business lines to distinguish between charges that are assessed monthly and those assessed annually or quarterly. |
| Table II | Shows the total to date of all costs billed for the current fiscal year, reflecting cumulative consumption through the current billing cycle. |
| Table III | Shows the most current projection of annual costs for each customer and business line based on customer consumption patterns demonstrated this fiscal year. |
| Table IV | Compares annualized cost projections (from Table III) to revised FY 2005 estimates provided with the FY 2006 Congressional Budget guidance and to payments authorized year-to-date. |

February Charges Per Business Line

Supplies - The enclosed bill reflects actual usage of supplies for the month of February both as purchased through the various PAPERCLIPS Stores and as ordered through Requisition.

Mail Services - The enclosed bill includes charges for outgoing metered mail and express mail incurred during February. The annual charge for mail distribution has already been charged in FY 2005.

Photocopying - This bill reflects charges for actual February usage. Per copy rates remain unchanged at 2.8 cents for central and staffed facilities; 1.5 cents for dedicated copiers; 50.0 cents for color copies. Rates for digitalization services are: scan only - \$.20; scan and Optical Character Recognition (OCR) - \$.28; scan, OCR and microfilm - \$.35.

Printing and Graphics - The enclosed bill reflects charges for Printing jobs ordered and Federal Register notices published during February. It also includes charges for indirect Graphics support at the rate of one-twelfth the annual assessment, based upon the pro-rata share of total service costs as determined by usage of such service in FY 2005.

Building Occupancy – There are no net charges for February. The quarterly rent was billed with the January charges.

Desktop - The enclosed Desktop bill incorporates time and materials charges for service actually used during February in addition to charges for help desk services based on actual usage. Charges for subscription and warranty service are also included at the rate of one-twelfth the annual cost, where applicable.

Telephones - The February bill includes actual local and long distance charges for usage incurred during December in addition to cell phones and other electronic device charges assessed for February. Infrastructure charges, based upon the number of phone lines currently assigned to your organization, appear at the rate of one-twelfth the annual estimate.

Network - February charges, based upon the number of LAN connections currently assigned to your organization, are included at the rate of one-twelfth the annual estimate. February charges for DOEnet are based on actual infrastructure costs at the respective sites.

Contract Closeout – The enclosed bill includes actual charges related to closeout of contracts during the month of February.

Purchase Card Surveillance – Full annual FY 2005 purchase card surveillance charges assessed to your organization were billed in December. No further charges will be made this fiscal year.

Payroll Processing - Full annual FY 2005 payroll processing charges assessed to your organization were billed in December. This bill includes annual charges for Flexible Spending Accounts. No further charges will be made this fiscal year.

Corporate Human Resource Information System (CHRIS) – Full annual FY 2005 CHRIS charges assessed to your organization were billed in December. No further charges will be made this fiscal year.

Corporate Training Services (CTS) – This bill includes February training activity that has not been previously charged to customers.

Project Management Career Development Program (PMCDP) – No charges for PMCDP are included in the February bill. Charges for this Business will be billed to customers in future billings.

memorandum

DATE:

TO:

Working Capital Fund, ME-15

FROM:

(Program Office)

SUBJECT:

Authorization for Advance Payment to the Working Capital Fund

This memorandum authorizes advance payment to the Working Capital Fund toward total projected annual requirements of this organization for Program Direction related goods and services. This payment represents a lump-sum amount and is intended to be applied to each business line. I acknowledge that the total amount authorized will be allocated by the Capital Accounting Center as appropriate to fund actual and/or projected costs on a 'first incurred' or 'most imperative' basis. As more information becomes available concerning actual usage rates for each business line, additional authorization may be necessary to adjust funding to actual costs incurred.

Where more than one Budget and Reporting (B&R) classification or Appropriation is indicated, actual costs incurred may be assessed in the same proportion as funding is provided, within each business line, unless otherwise specified.

It is understood that the amounts hereby specified do not constitute spending limitations and that Working Capital Fund charges are assessed based upon actual costs incurred by this organization. Appropriate Funding Classifications and corresponding payment amounts are:

| | <u>Funding Class I</u> | <u>Funding Class II</u> |
|--------------------------------------|-------------------------------|--------------------------------|
| Appropriation: | _____ | _____ |
| Allotment Symbol: | _____ | _____ |
| Fin Plan/Fund Type: | _____ | _____ |
| B&R (1 st six positions): | _____ | _____ |
| Amount This Action: | _____ | _____ |
| Total Payment YTD: | _____ | _____ |

CC: Phil Pegnato, ME-14

WCF Information Sources, Working Capital Fund Web Page

You may obtain additional information regarding the WCF by visiting the Working Capital Fund Web Page. Information available on the Web Page includes:

- The 2005 edition of the WCF Guide to Services, Policies and Procedures;
- FY 2005/FY 2006 Budget Projections;
- The monthly summary billing tables with accompanying transmittal memo;
- Announcements of upcoming Board meetings and Board meeting minutes;
- Quarterly Financial Status Reviews;
- An explanatory Overview and historical background of the Fund.

The new Web Page address is: <http://www.wcf.doe.gov>

Please contact Michael Slie (6-5567) if you have questions or comments.

Billing Inquiries

To deal with specific billing issues, we recommend that you contact the following individuals:

| BUSINESS LINE | BILLING CONTACT | TELEPHONE |
|---|--|--|
| Administrative Services: Building Occupancy Supplies Mail Printing and Graphics Copying | John Harrison | (202) 586-3611 |
| Information Management: Telephones Desktop Services Networking | Ann Warnick Judy Saylor Ann Warnick Judy Saylor | (301) 903-3056 (301) 903-4999 (301) 903-3056 (301) 903-4999 |
| Contract Closeout | Jeff Rubenstein | (202) 287-1516 |
| Payroll Processing | Jerry Odegard | (301) 903-4934 |
| CHRIS | Michael Fraser | (202) 586-1910 |
| Corporate Training Services (CTS) On Line Learning Center (OLC) Training Delivery & Services (TDS) | Tanya Luckett | (202) 287-1655 |
| Project Mgt. Dev. Program (PMCDP) | Wanda Chambers | (202) 586-8114 |
| Billing Process and Policies | Bob Emond | (202) 586-2354 |

We recommend that you use e-mail to communicate your questions, because that permits better tracking of concerns both by you and by us.

Thank you for your cooperation.

Attachments

ATTACHMENT 1

ADDRESS LIST FOR WCF BILLING

| <u>PROGRAM</u> | <u>ADDRESSEE</u> | <u>COPY</u> |
|--------------------------|-------------------|--------------|
| BCA | B. Gilmore | D. Cavanagh |
| BPA | R. Seifert | |
| CI | L. I. Brown | |
| CN | Z. Acree | S. Steffe |
| DR | C. Iager | |
| EA | H. Kenchington | |
| ED | L. Rudnick | |
| EE | D. Smith | D. Goodman |
| EH | K. Kelly | C. Kilian |
| EIA | N. Burnette | |
| EM | J. Simpson | B. Heffernan |
| FE | C. Roy | G. Stern |
| GC | D. Bullington | |
| HG | R. Tedrow | P. Spencer |
| IG | J. Fonville-Noels | |
| IM | A. Warnick | |
| IN | L. Cain | |
| LM | M. Owen | M. Kennedy |
| ME/AB/AS | F. Feiner | |
| NA | S. Minnick | J. Trainor |
| NE | N. Miller | L. Soo Hoo |
| NR | J. Merritt | |
| OA | L. Gasperow | C. Feldmeyer |
| PA | L. I. Brown | |
| PML | M. Livingston | G. Herrera |
| PI | J. Mathis | S. Rush |
| RW | T. Garrish | D. Levan |
| SC | B. Swain | J. Kelley |
| SO | T. Fox | D. Friis |
| TD | P. Trottier | |
| WH | M. Dillon | |
| Office of Budget (ME-30) | J. Luczak | |

WCF BOARD MEMBERS

| <u>PROGRAM</u> | <u>ADDRESSEE</u> | <u>PROGRAM</u> | <u>ADDRESSEE</u> |
|----------------|-------------------|----------------|------------------|
| CFO | S. Grant | NE | W. Magwood |
| CIO | R. Parkes | NA | L. Brooks |
| EE | D. Garman | SP | G. Podonsky |
| EH | J. Shaw | PI | K. Harbert |
| EI | G. Caruso | SC | R. Orbach |
| EM | P. Golan, Acting | LM | M. Owen |
| FE | M. Maddox, Acting | GC | L. Otis |
| RW | M. Chu | PMA | J. Dodd, Acting |

Summary of Current Month Bill - February 2005
(WHOLE DOLLARS)

Table IA

| BILLING CYCLE | MONTHLY | MONTHLY | ANNUAL | | MONTHLY | MONTHLY | MONTHLY | | MONTHLY | QUARTERLY | MONTHLY | | MONTHLY |
|------------------|----------------|---------------|---------------|---------------|----------------------|-----------------------|---------------|-----------------------------|------------------------|-------------------|--------------------|-----------------------------|--------------------|
| ORG CODE | SUPPLY | MAIL | MAIL DISTRIB. | TOTAL MAIL | DEDICATED COPIERS | CENTRAL FACILITIES | DIGITAL | TOTAL COPYING SERVICE | PRINTING & GRAPHICS | BLDG OCCUPANCY | BLDG ALTERATION | TOTAL BUILDING OCCUPANCY | DESKTOP SUPPORT |
| AB | 457 | 198 | 0 | 198 | 119 | 65 | 0 | 184 | 397 | 0 | 0 | 0 | 0 |
| BCA | 131 | 0 | 0 | 0 | 22 | 0 | 0 | 22 | 0 | 0 | 0 | 0 | 0 |
| BPA | 180 | 10 | 0 | 10 | 0 | 0 | 0 | 0 | 31,620 | 0 | 0 | 0 | 0 |
| CI | 1,261 | 149 | 0 | 149 | 715 | 10 | 0 | 725 | 2,048 | 0 | 0 | 0 | 0 |
| CN | 2,107 | 694 | 0 | 694 | 699 | 35 | 0 | 734 | 1,634 | 0 | 0 | 0 | 0 |
| DR | 278 | 20 | 0 | 20 | 0 | 38 | 0 | 38 | 455 | 0 | 0 | 0 | 0 |
| EA | 999 | 63 | -13,538 | -13,475 | 712 | -350 | 0 | 362 | -2,469 | 20,552 | 0 | 20,552 | 83 |
| ED | 3,195 | 509 | 0 | 509 | 228 | 324 | 0 | 552 | 3,158 | 0 | 0 | 0 | 143 |
| EE | 35,425 | 14,114 | 0 | 14,114 | 2,835 | 1,712 | 10,556 | 15,104 | 22,187 | 0 | 0 | 0 | 4,301 |
| EH | 4,895 | 4,325 | 0 | 4,325 | 3,100 | 484 | 0 | 3,583 | 14,479 | 0 | 0 | 0 | 1,541 |
| EI | 17,383 | 6,896 | 0 | 6,896 | 2,535 | 1,651 | 285 | 4,470 | 43,835 | 0 | 0 | 0 | 38 |
| EM | 19,462 | 1,478 | 0 | 1,478 | 7,276 | 707 | 175 | 8,158 | 6,428 | 0 | 0 | 0 | 7,541 |
| FE | 10,954 | 1,737 | 0 | 1,737 | 2,494 | 180 | 0 | 2,674 | 15,001 | 0 | 0 | 0 | 3,003 |
| GC | 5,991 | 418 | 0 | 418 | 577 | 915 | 1,829 | 3,321 | 16,236 | 0 | 0 | 0 | 739 |
| HG | 2,012 | 436 | 0 | 436 | 716 | 0 | 0 | 716 | 8,118 | 0 | 0 | 0 | 0 |
| IG | 4,740 | 1,727 | 0 | 1,727 | 390 | 581 | 0 | 970 | 17,485 | 0 | 0 | 0 | 1,230 |
| IM | 15,664 | 356 | 0 | 356 | 480 | 158 | 0 | 638 | 2,736 | 0 | 0 | 0 | 25,662 |
| IN | 2,637 | 184 | 0 | 184 | 1,225 | 41 | 0 | 1,266 | 1,708 | 0 | 0 | 0 | 0 |
| LM | 853 | 536 | 0 | 536 | 160 | 39 | 0 | 199 | 383 | 0 | 0 | 0 | 447 |
| ME | 38,915 | 11,108 | 0 | 11,108 | 22,464 | 8,916 | 1 | 31,380 | 52,818 | 0 | 0 | 0 | 9,398 |
| NA | 47,183 | 4,637 | 0 | 4,637 | 11,666 | 1,761 | 0 | 13,427 | 15,295 | 81,384 | 0 | 81,384 | 10,463 |
| NE | 4,183 | 847 | 0 | 847 | 1,702 | 692 | 0 | 2,394 | 2,369 | 0 | 0 | 0 | 530 |
| NR | 0 | 6 | 0 | 6 | 103 | 0 | 0 | 103 | 1,902 | -81,384 | 0 | -81,384 | 0 |
| OA | 3,093 | 627 | 0 | 627 | 1,128 | 173 | 0 | 1,301 | 283 | 0 | 0 | 0 | 205 |
| PA | 628 | 895 | 0 | 895 | 313 | 3,474 | 0 | 3,786 | 1,623 | 0 | 0 | 0 | 38 |
| PI | 3,544 | 220 | 0 | 220 | 2,273 | 109 | 17 | 2,398 | 2,692 | 0 | 0 | 0 | 548 |
| RW | 1,784 | 513 | 0 | 513 | 2,349 | 52 | 0 | 2,400 | 1,220 | 0 | 0 | 0 | 390 |
| S | 7,269 | 801 | 0 | 801 | 15,028 | 25 | 0 | 15,053 | 6,449 | 0 | 0 | 0 | 1,019 |
| SC | 16,526 | 7,263 | 0 | 7,263 | 1,645 | 8,023 | 0 | 9,668 | 16,552 | 0 | 0 | 0 | 867 |
| SO | 14,699 | 3,422 | 0 | 3,422 | 4,346 | 3,847 | 0 | 8,192 | 13,406 | 0 | 0 | 0 | 9,970 |
| TD | 355 | 126 | 13,538 | 13,664 | 0 | 360 | 0 | 360 | 3,042 | -20,552 | 0 | -20,552 | 75 |
| WAPA | 81 | 10 | 0 | 10 | 0 | 0 | 63 | 63 | 866 | 0 | 0 | 0 | 29 |
| FO | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL | 266,882 | 64,325 | 0 | 64,325 | 87,297 | 34,021 | 12,926 | 134,244 | 303,956 | 0 | 0 | 0 | 78,257 |

Summary of Current Month Bill - February 2005
(WHOLE DOLLARS)

Table IB

| BILLING CYCLE | MONTHLY | MONTHLY | | MONTHLY | ANNUAL | MONTHLY | | MONTHLY | ANNUAL | QUARTERLY | MONTHLY | | ANNUAL | ANNUAL | |
|------------------|----------------|---------------------|------------------------|----------------|-------------------------------|----------------------|-------------------|--------------------|------------|------------------------------|--------------------------------------|--|----------|----------------------------|------------------|
| ORG CODE | PHONE USAGE | TELEPHONE INFRA. | TOTAL PHONE SERVICE | NETWORK | PURCHASE CARD SURVEILLANCE | CONTRACT CLOSEOUT | TOTAL CONTRACT | PAYROLL PROCESS | CHRIS | ONLINE LEARNING CENTER | TRAINING DELIVERY AND SERVICES | TOTAL CORPORATE TRAINING SERVICES | PMCDP | INDIRECT FUND ADMIN. | MONTHLY TOTAL |
| AB | 555 | 598 | 1,154 | 377 | 0 | 0 | 0 | 90 | 0 | 0 | 0 | 0 | 0 | 0 | 2,856 |
| BCA | 16 | 211 | 228 | 87 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 468 |
| BPA | 92 | 845 | 937 | 1,249 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 33,996 |
| CI | 4,833 | 2,639 | 7,472 | 2,782 | 0 | 0 | 0 | 90 | 0 | 0 | 0 | 0 | 0 | 0 | 14,527 |
| CN | 1,753 | 6,440 | 8,192 | 1,159 | 0 | 240 | 240 | 793 | 0 | 0 | 0 | 0 | 0 | 0 | 15,554 |
| DR | 46 | 422 | 468 | 348 | 0 | 0 | 0 | 31 | -67 | 0 | 0 | 0 | 0 | 0 | 1,571 |
| EA | 4,905 | -9,321 | -4,417 | -3,128 | 0 | -1,120 | -1,120 | -2,820 | -2,729 | 0 | 0 | 0 | 0 | 0 | -8,163 |
| ED | 1,022 | 3,202 | 4,224 | 2,869 | 0 | 680 | 680 | 270 | 0 | 0 | 0 | 0 | 0 | 0 | 15,600 |
| EE | 7,981 | 28,785 | 36,766 | 50,710 | 0 | 2,200 | 2,200 | 10,518 | 0 | 0 | 0 | 0 | 0 | 0 | 191,325 |
| EH | 7,047 | 21,431 | 28,478 | 25,560 | 0 | 4,960 | 4,960 | 5,325 | 0 | 0 | 0 | 0 | 0 | 0 | 93,147 |
| EI | 13,925 | 31,214 | 45,139 | 377 | 0 | 10,880 | 10,880 | 5,512 | 0 | 0 | 22,196 | 22,196 | 0 | 0 | 156,725 |
| EM | 14,811 | 31,460 | 46,271 | 54,737 | 0 | 2,160 | 2,160 | 25,661 | 0 | 0 | 600 | 600 | 0 | 0 | 172,495 |
| FE | 13,033 | 15,061 | 28,094 | 33,081 | 0 | 15,440 | 15,440 | 12,952 | 0 | 0 | 1,100 | 1,100 | 0 | 0 | 124,035 |
| GC | 3,957 | 12,035 | 15,992 | 6,839 | 0 | 240 | 240 | 3,913 | 0 | 0 | 0 | 0 | 0 | 0 | 53,689 |
| HG | 111 | 1,865 | 1,976 | 1,304 | 0 | 0 | 0 | 615 | 0 | 0 | 100 | 100 | 0 | 0 | 15,277 |
| IG | 1,185 | 6,264 | 7,449 | 4,927 | 0 | 480 | 480 | 4,249 | 0 | 0 | 600 | 600 | 0 | 0 | 43,857 |
| IM | 27,477 | 23,296 | 50,772 | 22,981 | 0 | 480 | 480 | 540 | 0 | 0 | 900 | 900 | 0 | 0 | 120,729 |
| IN | 49,392 | 7,390 | 56,782 | 203 | 0 | 0 | 0 | 180 | 0 | 0 | 300 | 300 | 0 | 0 | 63,259 |
| LM | 555 | 1,865 | 2,420 | 5,584 | 0 | 240 | 240 | 990 | 0 | 0 | 0 | 0 | 0 | 0 | 11,652 |
| ME | 21,747 | 73,266 | 95,012 | 72,620 | 0 | 8,000 | 8,000 | 7,097 | 0 | 0 | 1,000 | 1,000 | 0 | 0 | 327,349 |
| NA | 105,177 | 76,996 | 182,173 | 108,801 | 0 | 11,600 | 11,600 | 21,088 | 0 | 0 | 2,600 | 2,600 | 0 | 0 | 498,652 |
| NE | 7,639 | 10,451 | 18,090 | 12,808 | 0 | 480 | 480 | 16,874 | 0 | 0 | 200 | 200 | 0 | 0 | 58,774 |
| NR | 8,376 | 493 | 8,868 | 696 | 0 | 0 | 0 | 2,974 | 0 | 0 | 0 | 0 | 0 | 0 | -66,836 |
| OA | 2,027 | 4,962 | 6,989 | 4,347 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 16,846 |
| PA | 2,629 | 2,498 | 5,128 | 1,826 | 0 | 0 | 0 | -97 | 0 | 0 | 0 | 0 | 0 | 0 | 13,826 |
| PI | 5,051 | 7,460 | 12,511 | 7,332 | 0 | 0 | 0 | 990 | 0 | 0 | 0 | 0 | 0 | 0 | 30,235 |
| RW | 5,474 | 8,094 | 13,568 | 7,190 | 0 | 0 | 0 | 1,620 | 0 | 0 | 300 | 300 | 0 | 0 | 28,985 |
| S | 483 | 7,108 | 7,591 | 4,057 | 0 | 0 | 0 | 90 | 0 | 0 | 0 | 0 | 0 | 0 | 42,329 |
| SC | 5,197 | 27,061 | 32,258 | 30,199 | 0 | 5,200 | 5,200 | 17,922 | 0 | 0 | 0 | 0 | 0 | 0 | 136,455 |
| SO | -25,398 | 34,240 | 8,842 | 16,250 | 0 | 240 | 240 | 2,514 | 0 | 0 | 400 | 400 | 0 | 0 | 77,935 |
| TD | 1,432 | 11,362 | 12,794 | 5,128 | 0 | 1,120 | 1,120 | 3,453 | 2,729 | 0 | 0 | 0 | 0 | 0 | 22,168 |
| WAPA | 42 | 598 | 640 | 9,971 | 0 | 0 | 0 | 18,483 | 0 | 0 | 0 | 0 | 0 | 0 | 30,144 |
| FO | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL | 292,571 | 450,291 | 742,862 | 493,270 | 0 | 63,520 | 63,520 | 161,917 | -67 | 0 | 30,296 | 30,296 | 0 | 0 | 2,339,461 |

Cumulative Year-to-date Billing - February, 2005
(WHOLE DOLLARS)

TABLE IIA

| BILLING CYCLE | MONTHLY | MONTHLY | ANNUAL | | MONTHLY | MONTHLY | MONTHLY | | MONTHLY | QUARTERLY | MONTHLY | | MONTHLY |
|------------------|-----------|--------------|---------------|------------|----------------------|-----------------------|---------|------------------|------------------------|-----------------------|--------------------|-----------------------------|--------------------|
| ORG CODE | SUPPLY | MAIL POSTAGE | MAIL DISTRIB. | TOTAL MAIL | DEDICATED COPIERS | CENTRAL FACILITIES | DIGITAL | TOTAL COPYING | PRINTING & GRAPHICS | BUILDING OCCUPANCY | BLDG ALTERATION | TOTAL BUILDING OCCUPANCY | DESKTOP SUPPORT |
| AB | 2,281 | 1,042 | 13,267 | 14,309 | 566 | 1,124 | 1 | 1,692 | 19,373 | 65,678 | 0 | 65,678 | 0 |
| BCA | 182 | 112 | 0 | 112 | 117 | 0 | 0 | 117 | 6 | 47,018 | 0 | 47,018 | 0 |
| BPA | 403 | 50 | 12,580 | 12,630 | 0 | 0 | 0 | 0 | 43,313 | 51,845 | 75 | 51,920 | 0 |
| CI | 6,126 | 746 | 26,534 | 27,280 | 1,803 | 369 | 0 | 2,172 | 22,363 | 243,163 | 0 | 243,163 | 1,268 |
| CN | 12,467 | 3,750 | 13,267 | 17,017 | 4,234 | 1,797 | 0 | 6,031 | 9,371 | 439,723 | 0 | 439,723 | 143 |
| DR | 550 | 85 | 10,890 | 10,975 | 0 | 305 | 0 | 305 | 947 | 34,243 | 0 | 34,243 | 203 |
| EA | 3,728 | 334 | -271 | 63 | 1,063 | -350 | 0 | 712 | -1,111 | 140,000 | 0 | 140,000 | 158 |
| ED | 13,766 | 2,373 | 39,801 | 42,174 | 1,114 | 3,047 | 0 | 4,161 | 17,334 | 199,634 | 0 | 199,634 | 143 |
| EE | 112,230 | 68,632 | 13,267 | 81,899 | 12,654 | 17,457 | 26,178 | 56,289 | 131,156 | 1,953,762 | 1,137 | 1,954,899 | 25,795 |
| EH | 30,409 | 23,953 | 26,534 | 50,487 | 15,888 | 7,220 | 0 | 23,108 | 36,747 | 1,770,693 | 1,569 | 1,772,262 | 9,540 |
| EI | 72,838 | 31,645 | 23,767 | 55,412 | 8,765 | 10,878 | 358 | 20,002 | 178,573 | 2,777,539 | 2,241 | 2,779,779 | 850 |
| EM | 75,721 | 8,179 | 39,801 | 47,980 | 42,408 | 7,799 | 596 | 50,803 | 35,446 | 2,016,971 | 505 | 2,017,476 | 15,142 |
| FE | 46,090 | 11,671 | 26,534 | 38,205 | 12,151 | 10,599 | 0 | 22,750 | 215,681 | 964,261 | 2,364 | 966,625 | 11,631 |
| GC | 26,286 | 2,336 | 33,168 | 35,504 | 3,393 | 6,564 | 8,995 | 18,951 | 143,009 | 1,103,351 | 0 | 1,103,351 | 1,330 |
| HG | 3,570 | 2,378 | 13,267 | 15,645 | 3,131 | 4 | 0 | 3,135 | 17,640 | 282,992 | 0 | 282,992 | 1,863 |
| IG | 21,932 | 10,659 | 26,534 | 37,193 | 1,696 | 4,313 | 5,576 | 11,585 | 37,823 | 544,095 | 520 | 544,615 | 3,750 |
| IM | 55,514 | 2,083 | 53,069 | 55,152 | 20,289 | 5,071 | 0 | 25,360 | 13,411 | 1,685,482 | 1,088 | 1,686,570 | 109,564 |
| IN | 19,821 | 61,189 | 13,267 | 74,456 | 6,698 | 52 | 0 | 6,750 | 5,940 | 840,626 | 2,159,400 | 3,000,026 | 0 |
| LM | 5,483 | 2,116 | 13,267 | 15,383 | 686 | 460 | 11,030 | 12,176 | 1,956 | 167,203 | 0 | 167,203 | 2,129 |
| ME | 169,975 | 62,330 | 311,775 | 374,105 | 116,520 | 59,064 | 3,366 | 178,950 | 184,428 | 4,925,211 | 5,020 | 4,930,231 | 58,878 |
| NA | 208,576 | 138,075 | 79,604 | 217,679 | 46,717 | 25,614 | 0 | 72,331 | 74,295 | 5,970,251 | 4,898 | 5,975,149 | 44,023 |
| NE | 27,906 | 5,433 | 37,034 | 42,467 | 7,018 | 4,151 | 0 | 11,169 | 19,225 | 699,636 | 4,825 | 704,461 | 7,751 |
| NR | 0 | 70 | 0 | 70 | 540 | 0 | 0 | 540 | 3,303 | 0 | 0 | 0 | 0 |
| OA | 18,766 | 3,476 | 13,267 | 16,743 | 4,565 | 421 | 0 | 4,986 | 2,412 | 282,998 | 0 | 282,998 | 1,970 |
| PA | 5,088 | 5,068 | 39,801 | 44,869 | 6,788 | 55,819 | 0 | 62,607 | 30,552 | 198,238 | 0 | 198,238 | 1,827 |
| PI | 15,854 | 2,422 | 13,267 | 15,689 | 7,331 | 8,005 | 17 | 15,352 | 12,047 | 604,353 | 0 | 604,353 | 6,292 |
| RW | 27,825 | 4,141 | 13,267 | 17,408 | 5,669 | 1,279 | 0 | 6,948 | 10,561 | 526,952 | 50 | 527,002 | 2,517 |
| S | 13,827 | 5,903 | 13,267 | 19,170 | 15,562 | 472 | 0 | 16,034 | 31,392 | 325,590 | 0 | 325,590 | 1,927 |
| SC | 94,311 | 36,075 | 26,534 | 62,609 | 7,647 | 25,520 | 2,571 | 35,738 | 93,128 | 1,264,914 | 220 | 1,265,134 | 1,574 |
| SO | 62,466 | 16,907 | 39,801 | 56,708 | 26,612 | 16,407 | 0 | 43,019 | 35,642 | 1,574,343 | 83,752 | 1,658,095 | 51,827 |
| TD | 1,813 | 1,120 | 26,805 | 27,925 | 0 | 383 | 0 | 383 | 3,775 | 76,423 | 0 | 76,423 | 1,131 |
| WAPA | 620 | 75 | 12,567 | 12,642 | 0 | 0 | 63 | 63 | 9,000 | 55,213 | 0 | 55,213 | 182 |
| FO | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | | | | | | | | | | | |
| TOTAL | 1,156,425 | 514,428 | 1,025,532 | 1,539,960 | 381,624 | 273,844 | 58,751 | 714,219 | 1,438,738 | 31,832,401 | 2,267,664 | 34,100,064 | 363,409 |

Note: 'ME includes charges for WH (White House Task Force)

Cumulative Year-to-date Billing - February, 2005
(WHOLE DOLLARS)

TABLE IIB

| BILLING CYCLE | MONTHLY | MONTHLY | | MONTHLY | MONTHLY | MONTHLY | | ANNUAL | ANNUAL | QUARTERLY | QUARTERLY | | MONTHLY | ANNUAL | |
|------------------|-------------|-----------------|------------------------|-----------|-----------------|----------------------|-------------------|-----------|--------------------|-----------|-----------|-----------|---------|----------------------------|--------------|
| ORG CODE | PHONE USAGE | PHONE INFRA. | TOTAL PHONE SERVICE | NETWORK | CONTRACT PCS | CONTRACT CLOSEOUT | TOTAL CONTRACT | CHRIS | PAYROLL PROCESS | CTS/OLC | CTS/TDS | TOTAL CTS | PMCDP | INDIRECT FUND ADMIN. | YEAR TO DATE |
| AB | 643 | 2,962 | 3,605 | 1,883 | 0 | 0 | 0 | 805 | 795 | 0 | 0 | 0 | 0 | 0 | 110,421 |
| BCA | 95 | 1,045 | 1,140 | 435 | 0 | 0 | 0 | 604 | 529 | 0 | 100 | 100 | 0 | 0 | 50,243 |
| BPA | 266 | 4,181 | 4,447 | 6,245 | 0 | 0 | 0 | 0 | 0 | 5,886 | 0 | 5,886 | 0 | 0 | 124,844 |
| CI | 11,136 | 13,204 | 24,340 | 13,907 | 0 | 0 | 0 | 4,832 | 4,320 | 0 | 0 | 0 | 0 | 0 | 349,770 |
| CN | 5,227 | 31,880 | 37,107 | 5,794 | 0 | 720 | 720 | 5,436 | 4,759 | 0 | 100 | 100 | 0 | 0 | 538,668 |
| DR | 134 | 2,091 | 2,224 | 1,738 | 0 | 0 | 0 | 805 | 795 | 0 | 0 | 0 | 0 | 0 | 52,786 |
| EA | 11,111 | -5,186 | 5,925 | 1,043 | 0 | 0 | 0 | 492 | 0 | 0 | 0 | 0 | 0 | 0 | 151,011 |
| ED | 3,357 | 15,957 | 19,314 | 14,283 | 0 | 1,840 | 1,840 | 6,241 | 5,734 | 0 | 400 | 400 | 0 | 0 | 325,023 |
| EE | 21,654 | 141,945 | 163,599 | 251,975 | 17,018 | 19,120 | 36,138 | 101,665 | 99,534 | 736 | 800 | 1,536 | 0 | 0 | 3,016,715 |
| EH | 24,024 | 128,794 | 152,818 | 146,919 | 0 | 6,320 | 6,320 | 40,465 | 40,755 | 7,521 | 1,100 | 8,621 | 0 | 0 | 2,318,451 |
| EI | 41,564 | 154,455 | 196,019 | 1,883 | 0 | 32,240 | 32,240 | 73,280 | 69,674 | 5,341 | 26,896 | 32,237 | 0 | 0 | 3,512,787 |
| EM | 36,017 | 154,736 | 190,753 | 273,186 | 60,573 | 7,680 | 68,253 | 278,825 | 269,793 | 35,779 | 3,800 | 39,579 | 0 | 0 | 3,362,957 |
| FE | 31,989 | 74,768 | 106,758 | 165,300 | 11,512 | 41,640 | 53,152 | 187,024 | 176,706 | 5,232 | 4,400 | 9,632 | 0 | 0 | 1,999,553 |
| GC | 9,545 | 59,511 | 69,056 | 34,071 | 0 | 240 | 240 | 30,198 | 30,353 | 3,119 | 300 | 3,419 | 0 | 0 | 1,495,769 |
| HG | 314 | 9,095 | 9,410 | 6,403 | 0 | 0 | 0 | 5,234 | 5,198 | 109 | 100 | 209 | 0 | 0 | 351,299 |
| IG | 3,299 | 30,665 | 33,964 | 23,233 | 0 | 1,920 | 1,920 | 52,141 | 49,903 | 7,085 | 2,400 | 9,485 | 0 | 0 | 827,543 |
| IM | 63,498 | 116,879 | 180,376 | 114,646 | 0 | 8,960 | 8,960 | 21,944 | 19,753 | 1,635 | 4,500 | 6,135 | 0 | 0 | 2,297,385 |
| IN | 155,652 | 30,853 | 186,506 | 1,014 | 0 | 0 | 0 | 10,670 | 9,522 | 1,308 | 500 | 1,808 | 0 | 0 | 3,316,512 |
| LM | 1,610 | 9,165 | 10,775 | 27,189 | 0 | 960 | 960 | 14,696 | 13,858 | 109 | 1,200 | 1,309 | 0 | 0 | 273,118 |
| ME | 52,565 | 369,126 | 421,690 | 363,330 | 25,724 | 27,280 | 53,004 | 123,810 | 115,502 | 9,810 | 250,240 | 260,050 | 0 | 0 | 7,233,954 |
| NA | 203,468 | 354,980 | 558,448 | 526,724 | 36,294 | 35,000 | 71,294 | 424,578 | 392,839 | 11,881 | 6,300 | 18,181 | 0 | 0 | 8,584,117 |
| NE | 24,826 | 51,289 | 76,114 | 63,854 | 26,834 | 6,360 | 33,194 | 82,943 | 83,445 | 2,398 | 400 | 2,798 | 196,790 | 0 | 1,352,117 |
| NR | 25,876 | 1,718 | 27,594 | 2,225 | 0 | 0 | 0 | 36,237 | 34,702 | 0 | 0 | 0 | 0 | 0 | 104,672 |
| OA | 6,428 | 24,736 | 31,164 | 21,671 | 0 | 0 | 0 | 9,462 | 8,285 | 0 | 300 | 300 | 0 | 0 | 398,757 |
| PA | 7,224 | 12,715 | 19,938 | 9,126 | 0 | 0 | 0 | 5,033 | 4,677 | 0 | 0 | 0 | 0 | 0 | 381,955 |
| PI | 10,932 | 37,209 | 48,140 | 36,185 | 0 | 11,920 | 11,920 | 18,119 | 16,854 | 545 | 400 | 945 | 0 | 0 | 801,751 |
| RW | 14,970 | 40,207 | 55,177 | 35,534 | 0 | 0 | 0 | 35,835 | 32,996 | 0 | 400 | 400 | 0 | 0 | 752,203 |
| S | 10,585 | 33,976 | 44,561 | 18,832 | 0 | 0 | 0 | 6,040 | 5,378 | 0 | 0 | 0 | 0 | 0 | 482,751 |
| SC | 14,839 | 134,038 | 148,877 | 150,670 | 29,321 | 5,680 | 35,001 | 227,891 | 217,458 | 4,033 | 4,500 | 8,533 | 0 | 0 | 2,340,925 |
| SO | 10,877 | 190,361 | 201,238 | 89,191 | 0 | 2,560 | 2,560 | 39,861 | 38,252 | 22,752 | 3,200 | 25,952 | 0 | 0 | 2,304,810 |
| TD | 3,197 | 15,394 | 18,591 | 8,952 | 0 | 1,120 | 1,120 | 6,554 | 6,802 | 0 | 0 | 0 | 0 | 0 | 153,471 |
| WAPA | 105 | 2,962 | 3,067 | 49,070 | 25,224 | 0 | 25,224 | 318,283 | 297,164 | 2,834 | 0 | 2,834 | 0 | 0 | 773,361 |
| FO | 0 | 0 | 0 | 0 | 17,800 | 0 | 17,800 | 0 | 0 | 327 | 100 | 427 | 0 | 0 | 18,227 |
| | | | | | | | | | | | | | | | |
| TOTAL | 807,029 | 2,245,708 | 3,052,737 | 2,466,511 | 250,300 | 211,560 | 461,860 | 2,170,000 | 2,056,335 | 128,440 | 312,436 | 440,877 | 196,790 | 0 | 50,157,925 |

PROJECTED CUSTOMER COSTS FY 2005
(Dollars in Thousands)

TABLE III

| ORG CODE | SUPPLY | MAIL | COPYIN G | PRINTING & GRAPHICS | BUILDING OCCUPANCY | DESKTOP SUPPORT | PHONE SERVICE | NETWORK | PROCUREME NT MANAGEMENT | CHRIS | PAYROLL PROCESS | CORP TRAINING SERVICES | PMCDP | INDIRECT FUND ADMIN. | Subtotal By Office |
|--------------|--------------|--------------|--------------|------------------------|-----------------------|--------------------|------------------|--------------|-------------------------------|--------------|--------------------|------------------------------|--------------|----------------------------|-----------------------|
| AB | 5 | 16 | 4 | 46 | 131 | 0 | 15 | 5 | 0 | 1 | 1 | 0 | 0 | 0 | 225 |
| BCA | 0 | 0 | 0 | 0 | 94 | 0 | 3 | 1 | 0 | 1 | 1 | 0 | 0 | 0 | 100 |
| BPA | 1 | 13 | 0 | 104 | 104 | 0 | 11 | 15 | 0 | 0 | 0 | 6 | 0 | 0 | 253 |
| CI | 15 | 28 | 5 | 54 | 486 | 3 | 76 | 33 | 0 | 5 | 4 | 0 | 0 | 0 | 709 |
| CN | 30 | 22 | 14 | 22 | 879 | 0 | 102 | 14 | 2 | 5 | 5 | 0 | 0 | 0 | 1,097 |
| DR | 1 | 11 | 1 | 2 | 68 | 0 | 0 | 4 | 0 | 1 | 1 | 0 | 0 | 0 | 90 |
| EA | 9 | 1 | 2 | -3 | 280 | 0 | 0 | 3 | 7 | 0 | 0 | 0 | 0 | 0 | 299 |
| ED | 33 | 45 | 10 | 42 | 399 | 0 | 67 | 34 | 5 | 6 | 6 | 1 | 0 | 0 | 649 |
| EE | 269 | 178 | 135 | 315 | 3,909 | 62 | 504 | 605 | 91 | 102 | 100 | 3 | 6 | 0 | 6,277 |
| EH | 73 | 84 | 55 | 88 | 3,212 | 23 | 319 | 353 | 14 | 40 | 41 | 10 | 0 | 0 | 4,313 |
| EI | 175 | 100 | 48 | 429 | 5,557 | 2 | 532 | 5 | 387 | 73 | 70 | 70 | 0 | 0 | 7,447 |
| EM | 182 | 59 | 122 | 85 | 4,034 | 36 | 530 | 656 | 100 | 279 | 270 | 45 | 374 | 0 | 6,772 |
| FE | 111 | 55 | 55 | 518 | 1,931 | 28 | 278 | 397 | 51 | 187 | 177 | 16 | 96 | 0 | 3,897 |
| GC | 63 | 39 | 45 | 343 | 2,207 | 3 | 177 | 82 | 1 | 30 | 30 | 4 | 0 | 0 | 3,024 |
| HG | 9 | 19 | 8 | 42 | 566 | 4 | 28 | 15 | 0 | 5 | 5 | 0 | 0 | 0 | 702 |
| IG | 53 | 52 | 28 | 91 | 1,089 | 9 | 102 | 56 | 3 | 52 | 50 | 13 | 0 | 0 | 1,596 |
| IM | 133 | 58 | 61 | 32 | 3,372 | 263 | 437 | 275 | 19 | 22 | 20 | 12 | 4 | 0 | 4,709 |
| IN | 48 | 160 | 16 | 14 | 3,779 | 0 | 858 | 2 | 0 | 11 | 10 | 3 | 0 | 0 | 4,900 |
| LM | 13 | 18 | 29 | 5 | 334 | 5 | 54 | 65 | 2 | 15 | 14 | 3 | 0 | 0 | 558 |
| ME | 408 | 461 | 429 | 443 | 9,855 | 141 | 1,152 | 872 | 92 | 124 | 116 | 270 | 2 | 120 | 14,485 |
| NA | 501 | 411 | 174 | 178 | 11,945 | 106 | 1,800 | 1,264 | 132 | 425 | 393 | 27 | 293 | 0 | 17,648 |
| NE | 67 | 50 | 27 | 46 | 1,404 | 19 | 159 | 153 | 43 | 83 | 83 | 3 | 223 | 0 | 2,361 |
| NR | 0 | 0 | 1 | 8 | 0 | 0 | 96 | 5 | 0 | 36 | 35 | 0 | 0 | 0 | 182 |
| OA | 45 | 22 | 12 | 6 | 566 | 5 | 81 | 52 | 0 | 9 | 8 | 1 | 0 | 0 | 807 |
| PA | 12 | 52 | 150 | 73 | 396 | 4 | 57 | 22 | 1 | 5 | 5 | 0 | 0 | 0 | 778 |
| PI | 38 | 19 | 37 | 29 | 1,209 | 15 | 147 | 87 | 22 | 18 | 17 | 2 | 0 | 0 | 1,639 |
| RW | 67 | 23 | 17 | 25 | 1,054 | 6 | 204 | 85 | 6 | 36 | 33 | 1 | 46 | 0 | 1,603 |
| S | 33 | 27 | 38 | 75 | 651 | 5 | 137 | 45 | 0 | 6 | 5 | 0 | 0 | 0 | 1,024 |
| SC | 226 | 113 | 86 | 224 | 2,530 | 4 | 392 | 362 | 35 | 228 | 217 | 15 | 147 | 0 | 4,579 |
| SO | 150 | 80 | 103 | 86 | 3,232 | 124 | 736 | 214 | 23 | 40 | 38 | 30 | 0 | 0 | 4,857 |
| TD | 4 | 29 | 1 | 9 | 153 | 3 | 90 | 21 | 0 | 7 | 7 | 0 | 4 | 0 | 329 |
| WAPA | 1 | 13 | 0 | 22 | 110 | 0 | 16 | 118 | 25 | 318 | 297 | 3 | 0 | 0 | 924 |
| FO | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 18 | 0 | 0 | 1 | 2 | 0 | 20 |
| | | | | | | | | | | | | | | | |
| TOTAL | 2,775 | 2,260 | 1,714 | 3,453 | 65,540 | 872 | 9,161 | 5,920 | 1,078 | 2,170 | 2,056 | 538 | 1,197 | 120 | 98,854 |

Comparison As of February 2005
Annualized Costs to Budget Estimates and Payments

TABLE IV

| | | Benchmarks | | Comparisons | | |
|----------|------------------------|---|-------------------|--|---|--------------------------------------|
| ORG CODE | Total Annualized Costs | FY 2005 Estimate (FY 2006 Cong. Budget, Jan 2005) | Payments Advanced | Annual Projected VS Revised Budget (\$) | Annual Projected VS Revised Budget (%) | Payments VS Annual Projected (\$) |
| AB | \$ 225 | \$ 230 | \$ 258 | \$ (6) | -2% | \$ 34 |
| BCA | 100 | 101 | 110 | -1 | -1% | 9 |
| BPA | 253 | 178 | N/A | 76 | 42% | N/A |
| CI | 709 | 670 | 589 | 39 | 6% | -120 |
| CN | 1,097 | 1,147 | 1,247 | -49 | -4% | 150 |
| DR | 90 | 108 | 87 | -18 | -16% | -3 |
| ED | 649 | 763 | 634 | -114 | -15% | -15 |
| EE | 6,277 | 6,309 | 3,234 | -32 | -1% | -3,043 |
| EH | 4,313 | 4,229 | 4,229 | 83 | 2% | -84 |
| EI | 7,447 | 7,591 | 7,996 | -144 | -2% | 549 |
| EM | 6,772 | 6,830 | 4,669 | -59 | -1% | -2,102 |
| FE | 3,897 | 3,626 | 3,407 | 271 | 7% | -490 |
| GC | 3,024 | 2,818 | 2,965 | 207 | 7% | -59 |
| HG | 702 | 737 | 427 | -35 | -5% | -275 |
| IG | 1,596 | 1,568 | 1,587 | 28 | 2% | -9 |
| IM | 4,709 | 4,611 | 4,835 | 97 | 2% | 127 |
| IN | 4,900 | 2,762 | 5,211 | 2,138 | 77% | 311 |
| LM | 558 | 580 | 578 | -23 | -4% | 21 |
| ME | 14,485 | 14,615 | 10,805 | -129 | -1% | -3,680 |
| NA | 17,648 | 17,338 | 9,187 | 310 | 2% | -8,462 |
| NE | 2,361 | 2,153 | 1,296 | 208 | 10% | -1,065 |
| NR | 182 | 167 | 648 | 15 | 9% | 467 |
| OA | 807 | 797 | 816 | 10 | 1% | 10 |
| PA | 778 | 966 | 691 | -187 | -19% | -87 |
| PI | 1,639 | 1,714 | 1,000 | -75 | -4% | -639 |
| RW | 1,603 | 1,611 | 1,660 | -8 | 0% | 57 |
| S | 1,024 | 1,022 | 1,053 | 2 | 0% | 29 |
| SC | 4,579 | 4,658 | 4,877 | -79 | -2% | 299 |
| SO | 4,857 | 4,930 | 3,172 | -73 | -1% | -1,685 |
| TD | 628 | 805 | 720 | -178 | -22% | 92 |
| WAPA | 924 | 965 | N/A | -41 | -4% | N/A |
| FO | 20 | 7 | N/A | 13 | 191% | N/A |
| TOTAL | \$ 98,854 | \$ 96,609 | \$ 77,991 | \$ 2,246 | 2% | \$ (20,864) |